

MOOT COURT TRAVEL POLICIES AND PROCEDURES

**** ALL FORMS MUST BE TYPED AND PRINTED. HANDWRITTEN FORMS WILL BE RETURNED. ****

Step One: The Travel Authorization Request

This form allows the University's accounting people to create an internal reference number (called a TAR number) against which all future advances and disbursements are debited. To facilitate accurate billing this number must be included on ALL forms submitted to the Treasurer. The form also allows finance to "encumber" the expenses you project prior to your trip. AS SOON AS you know the dates and location of your competition (no less than 45 calendar days before departure), please complete, print and provide the Treasurer with a TAR. The Treasurer will submit the TAR to accounting and provide your TAR number by e-mail. For purposes of projecting airfare, one can check *Yahoo!*'s travel service to find out what carriers serve your destination from Tallahassee. Also check the website of your preferred carrier as it's prices may be better than those on *Yahoo!*. For hotel expenses, try www.lodging.com. The prices quoted on *all* of these websites may not include taxes or fees (which may be substantially more than standard sales tax); it may be necessary to contact vendors to get complete charges. It is important that your projections be accurate: if your actual expenses vary from the TAR by more than 10% you will have to submit a corrected TAR and a written explanation for the variance. To be safe, you should add 5% to both the airline and hotel charges before putting them on the TAR; it is always better to encumber too much than too little. **ALL OF THE FIELDS ON THE PDF FORM THAT YOU MUST COMPLETE CAN BE EDITED, BUT YOU WILL NOT NECESSARILY NEED TO EDIT ALL THE FIELDS.**

The following explanation should help you complete the specified fields within the form.

Per Diem costs: EVERYONE IS ENTITLED TO EITHER MEAL COSTS OR PER DIEM COSTS DURING EVERY TRAVEL DAY. But, the rules for this are a little convoluted. Here they are:

-- If you are going out of town and staying in a hotel that the team is paying for you get \$21 per day to cover meals (actually it is meant to cover the difference between what it costs to eat on the road versus at home) THIS \$21 IS ACCOUNTED FOR UNDER 'MEALS', NOT PER DIEM. Under these circumstances, you are entitled to NO per diem.

-- If you are arranging your own lodging (i.e. staying with friends or relatives) you are entitled to \$50.00 per day to cover meals and other associated costs. THIS \$50.00/DAY IS CLAIMED UNDER 'PER DIEM,' not 'MEALS'. Your final travel day back to Tallahassee is not covered by the per diem though because there are no hotel expenses being saved. You can, however, claim the \$21 meal charge for that final day only.

Meals: again, \$21 per day if you're staying in a hotel the team is paying for. Last travel day only if you are taking the per diem.

Mileage (private vehicle): if you drive your own car to the competition, you get \$0.29 per mile.

Conference Registration Fee: you MUST fill out a Registration Fee Request Form if you want the fees advanced, but account for the charges on the TAR nonetheless.

Commercial Aircraft: use the best price you can find on the internet (including taxes & fees); PLEASE INDICATE WHICH CARRIER'S RATES YOU'RE USING BELOW THE WORDS 'COMMERCIAL AIRCRAFT'. That information is useful to us.

Incidentals: think hard about things like taxicabs, gas if you're driving, or whatever else you may claim under this.

Car Rental: we have a deal with Avis that the Treasurer will help you take advantage of. Protect \$30 per day.

Flite Check Requested: Flite Check is a program that allows us to book your flights with a local travel agent and have the charges billed directly to our account so you need not front money for airfare. Note: one can often find much better deals on the internet than with travel agents. You still need to check on the internet to find the best price available and indicate with which carrier you found it. If comparable rates are unavailable from a travel agent, you may be contacted about making an internet purchase for which you will be fronted the cash if necessary.

Cash Advance Requested: we can advance you up to **80%** of your total expenses if you are short of cash or are reluctant to use your credit cards. Please note, however, that there is no (foreseeable) reason why we can't reimburse all of your expenses AFTER your trip, and in time for you to pay off your credit card balance before you incur interest charges. For the sake of administrative efficiency we ask that you avail yourself of the cash advance only if you REALLY need it (i.e. you have no cash and/or your credit

cards are maxed out). The most logical use of the money would be to cover hotel expenses (which usually must be put on a credit card anyway). That 80% figure will not include airfare, car rental or registration charges if the team advances the funds for those items or has them billed to its account.

THE TREASURER WILL PROVIDE YOU WITH BOTH A TAR NUMBER AND A “COMPETITION NUMBER” (THE TEAM’S REFERENCE) A FEW DAYS AFTER RECEIVING YOUR COMPLETED TAR. PLEASE INCLUDE BOTH NUMBERS ON ALL OTHER FORMS.

Step Two: The Registration Fee Payment Request Form

If completed, printed, and submitted to the Treasurer timely, this form will allow the University to pay your registration fees in advance, so you don’t have to front the funds. We recommend submitting this form along with your TAR, AS SOON AS you know how much the fee is and who to send it to (and no less than 30 days before the fee deadline). Either you or your partner - NOT BOTH - will have to include the fee on your TAR and fill out the Payment Request form. Some competitions offer discounts for early/prompt payment so please be on top of all relevant deadlines. Again, all the necessary fields in the form can be edited in Adobe Reader. The rest should be self-explanatory, with the following exceptions.

Vendor FEIN: that’s a federal tax ID number. All business have one; you’ll have to get it from whomever we’re paying. You may need to be persistent if the person answering the phone does not know it: the accounting people always do.

Is early payment required? if doing a registration fee advance check ‘Yes’ and include a copy of the competition’s payment requirements

Step Three: Cash Advance Request Form (Optional)

The policy on this is explained above. The Request must be submitted no less than 30 days before departure. **NOTE: ANY DIFFERENCE BETWEEN WHAT YOU ARE ADVANCED AND WHAT YOU ACTUALLY SPEND MUST BE EITHER CLAIMED OR REFUNDED WITHIN THREE WORKING DAYS OF YOUR RETURN.** This means that if you take the advance, the Treasurer will need your itemized expenses and a check made out to FSU for any money you were advanced but didn’t spend, or a Travel Reimbursement Voucher for any charges that weren’t covered by the advance, as soon as humanly possible. The form is pretty self-explanatory, just make sure your advance charges match up to what your projected expenses are on your TAR (before you deduct 20% from the total) and note the following:

Ground Transportation: only applies if you drive your own car.

Car Rental: will be billed directly to the Team.

Non-Discounted Airfare: just airfare, ignore the “non-discounted” part.

Step Four: Car Rental Arrangements (Optional)

There is a special form you will have to fill out that is not available on-line. Get in touch with Don Freeman/the Treasurer at 850-575-5712 or donfreemen@msn.com and he will help you make the arrangements. Car rental is only available if it makes economic sense (i.e. it’s cheaper than cabs), unless you want to pay for it yourself (\$30 a day).

Step Five: Go to competition Win.

Step Six: the Travel Reimbursement Voucher

This form facilitates reimbursement for all travel expenses that were not advanced prior to the competition. It must be submitted no more than five days after your return. Attach ORIGINAL receipts (not a credit card statement a month later) to the form. Remember, you’re only allowed \$21.00 per day (max.) for meals so unless additional charges were approved in advance you won’t be reimbursed for the exact cost of your food. Also, hotel charges only cover occupancy and tax: you will have to pay for dry cleaning, room service, and your rental of *Saving Ryan’s Privates* yourself. Please note the following concerning the form:

Hours of Departure and Return: this means at what time did you leave your house on the day of departure and get home on the day of return. This is relevant because the \$21.00 you get for food on those two days is actually \$7.00 x 3 meals. If you leave in the evening, for example, you won’t get paid for that day’s breakfast and lunch. I’m not telling you what you should put there, I’m just observing that the sensible traveler would leave home by 7:00 am and return by 11:00 pm if she wanted to get paid for all three meals on her traveling days. Of course what time you say you leave and return is entirely up to you.

Meals for Class A&B Travel: that is your \$21.00 per day (max.) if you’re staying in a hotel the team is paying for. You will not use the Class C meals boxes.

Per Diem or Actual Lodging Expenses: the \$50 per day if the team is not paying for your hotel or your actual hotel expenses.

Map Mileage and Vicinity Mileage Claimed: you must claim both the map distance between the city limits of the origin and destination city and the actual business-related mileage driven within the destination city limits. You must break up the miles.

Other Expenses - Type: we need a reasonably detailed description so we can classify the type of expenditure. Anything weird requires a more detailed explanation.

Less Advance Received: in the totals column. Subtract any prior cash advances.

Advance/Warrant No., etc.: leave all that blank. That's accounting dept. stuff.

Travel Performed by Common Carrier, etc.: if you paid for your own airline ticket without using Flite Check, go ahead and list the name of the airline and the ticket no. (if you have it). Be sure to save the airline receipt. You may list the cost of the ticket in the "other expenses" column toward the top of the document so it is included in the net total due, then put "see above" in the "amount" box of the Common Carrier section.

Step Seven: The Non-Travel Reimbursement Voucher:

This form allows you to recover any non-travel incidental costs incurred in the competition process. The most common of these are postage and copying/printing charges. This too must be submitted within five days of your return. **Note: the U.S. Post Office and the College of Law Copy Center are the preferred (cheapest) providers of these services.** Since you must have your brief "substantially done" ten days before it is due, there is no reason why you should have to go to Kinko's at 1:00 the morning before you have your briefs Fed-Ex'ed overnight express. The post office can get your stuff there in 2-3 days for \$4.00, it just takes a little planning on your part. That said, you may not be fully reimbursed for expensive, last minute services absent clear and compelling evidence that the use of those services was beyond your control. The form is self-explanatory.

Step Eight: The Final Competition Checklist:

You may want to print this out at the beginning of the competition process since it is a handy reminder of all the deadlines you must meet. In any case, please complete and sign one (this you can do by hand) and submit to either the Editorial Chair or Treasurer when you have completed all the tasks required to receive both academic credit and financial reimbursement for your competition.

AND THAT'S IT. YOU'RE DONE IN EIGHT (OR FEWER) EASY STEPS. DON'T FORGET THAT THESE STEPS ONLY COVER THE FINANCIAL ASPECTS OF THE COMPETITION; YOU STILL MUST SATISFY ALL THE EDITORIAL CHAIR'S REQUIREMENTS TO GET ACADEMIC CREDIT. **PLEASE BE CONSCIENCTIOUS ABOUT DOING THIS STUFF IN A TIMELY MANNER. WAITING UNTIL THE LAST SECOND IS ONLY GOING TO COST YOU MONEY.**